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18 OCT 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Office of Personnel Weekly Report --
Week Ending 17 October 1979

1. Recruitment Activity:

a. Twenty-five Student Trainee candidates were interviewed at Rensselaer Polytechnic (RPI) Institute on 2 and 3 October 1979. RPI has an excellent reputation in academic circles, and the overall quality of the interviewees was superb. Eighteen candidates, including four minorities (two women, one black, and one Hispanic), were requested to submit applications. (U)

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discuss the Office of Data Processing's (ODP) interest in mounting a recruiting campaign for systems programmers in the near future. In essence, ODP wants to use their professional contacts on various campuses to locate applicants. Therefore, arrangements will be made at selected universities for ODP personnel to address computer science students and solicit their applications for Agency employment. Whenever possible, a recruiter will accompany the ODP representatives. ODP will provide us with a schedule of planned visits which will, in turn, be provided to the recruiters. At schools where ODP has no direct contacts, the recruiters will be asked to arrange the ODP visits. ODP is also compiling a recruitment pamphlet/brochure designed to attract computer scientists (we proposed this idea to them at the September 1978 Recruiters Conference). The ODP brochure will be coordinated for approval with the Recruitment Advertising Committee. (U)

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WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

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2. Hire the Handicapped: [] of the

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[] Office conducted sign-up interviews at Gallaudet College on 24 September 1979. Almost all of the seven interviews had to be interpreted. Five of the candidates are accounting majors and the other two are in American Studies and Economics concentrations. The accounting majors would accept GS-05 fiscal accounting assistant placement if they do not qualify by the Office of Finance standards for accounting positions. As always, [] was very cordially received at Gallaudet. (U)

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3. Career Day at Howard University: On 3 October 1979,

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Recruiter [] manned the Agency's booth at Howard's Career Exploration Day. The event was primarily for the benefit of underclassmen and 130 employers were represented.

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[] estimated he spoke with 75 to 100 persons. Only about four made sarcastic comments about the Agency. None represented serious handling problems and both [] and Mr. Sam Hall, the Placement Director, were delighted.

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(Mr. Hall commented that [] had been a "big" attraction.) (U)

4. Financial Planning Seminar: The third annual

Financial Planning Seminar was held in the Auditorium at Headquarters on 24, 26 and 27 September 1979. This Seminar was notable for the excellent exchange of questions and answers between the members of the audience and the speakers. Approximately 60 critiques received to date confirm the satisfaction expressed by the attendees. They also endorse wholeheartedly a continuation of the program in future years. The highlights of the seminar will be presented at a special mini-seminar for National Photographic Interpretation Center (NPIC) personnel on 11 - 12 December 1979 at []. The mini-seminar is planned as a one-time response to a special NPIC request. Videotapes of the Financial Planning Seminar will be available shortly for viewing at the CIA Self-Study Center, GJ-68 Headquarters. Videotapes will also be made available by the National Foreign Assessment Center/Office of Central Reference for use at domestic and overseas locations. (U/AIUO)

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5. Uniform Promotion Program: We prepared a policy

statement on current Agency promotion practices for the Deputy Director of Central Intelligence reporting on the development of more uniformity among Career Services in their promotion programs.

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6. Performance Appraisal System: The Auditorium sessions introducing the new Performance Appraisal System to Agency supervisors concluded with sessions on 11 and 15 October 1979. (Total of seven presentations). (U)

7. NAPA Project Group: The Project Group met with the Director of Personnel and Deputy Director of Personnel on 11 October 1979 to discuss the final drafts of four issue papers and the general plan for the production of our final report. (U)

8. Career Planning Session: [] Deputy Director of Personnel for Recruitment and Placement, spoke to over 50 math, physical science and engineering majors at a career planning session at the University of Maryland on 11 October 1979. It was a lively, interested group and several students requested more detailed information on the Student Trainee and Graduate Fellow Programs, as well as permanent employment. (U)

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9. Handicapped Program: [] Chief, Staff Personnel Division, met with Mr. Omega Ware, Director of Equal Employment Opportunity, and [] of his staff on 12 October 1979 to discuss arrangements to make the Coordinator for the Handicapped Program aware of discrimination complaints for handicapped employees. To date there have been only two or three and in view of that, we agreed that for the time being, no formal paper report would be necessary. The Coordinator will meet with [] on a monthly basis to discuss the status of handicapped discrimination complaints. (U)

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10. Vacancy Notices - SES: Vacancy Notice books for the Senior Executive Service (SES) have been placed in the library (main circulation desk) and in 836 Ames Building. Reports indicate that several employees have stopped by to review the books since [] was issued on 26 September 1979. Content is still relatively sparse - as of 16 October 1979 only six current notices were available for review. The Office of Personnel Management indicates that the SES, especially the distribution of notices, is still in a formative stage and that volume will undoubtedly increase. (U)

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11. Reserve Program: Due to the illness of the Deputy Director for Operations, Mr. John N. McMahon, the Associate Deputy Director for Operations, Mr. John H. Stein, addressed the Joint Military Reserve Training Command on Monday, 15 October 1979. Mr. Stein discussed the responsibilities of the Directorate of Operations, covert action, field stations of the 1980's, and a number of current problems that involve the DDO. The meeting was open to all Agency employees, and a large number of non-Reservists were in attendance. (C)

12. Combined Federal Campaign: As of close of business on 12 October 1979, the Combined Federal Campaign pledges total \$44,747.50 which is 14.9% of our goal. Eighteen point one percent of the pledge cards distributed have been returned. The Educational Aid Fund has received pledges of \$4,492.50 and \$1,127.50 has been pledged for Public Service Aid Society. (U)

13. Hispanic Club: The Hispanic Club (Amigos y Cia) held their monthly meeting on Tuesday, 9 October 1979, during which their first regular election was held. [REDACTED] 25X1A

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14. Insurance Briefing: At the request of the Chief of Administration, National Photographic Interpretation Center, the Insurance Branch will provide a series of insurance briefings to all interested NPIC employees on 6 November 1979 in advance of the Open Season. It is anticipated that two to three, 1 1/2 hour sessions will be required to accommodate all interested employees in NPIC's auditorium. (U)

15. Rehired Annuitants: The Weekly Civilian Annuitant Activities Report is attached. (S)

COMING EVENTS

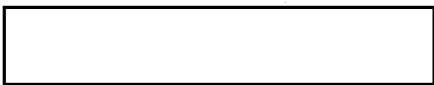
1) Preparations are continuing for the annual Retirement Information Seminar which is scheduled to begin on Tuesday, 30 October 1979 at 9:00 a.m. in the auditorium. The Deputy Director of Central Intelligence will provide the opening remarks. (U)

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2) Mr. Clifford D. May, Associate Deputy Director for Administration, will address the Joint Military Reserve Training Center (JMRTC) on Monday, 22 October 1979. Mr. May's address will include the role of support, the types of people needed, the significance of computer technology, and a look to the 1980's. This meeting will be open to all Agency employees. (U)

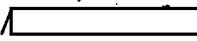

for
Harry E. Fitzwater

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Att

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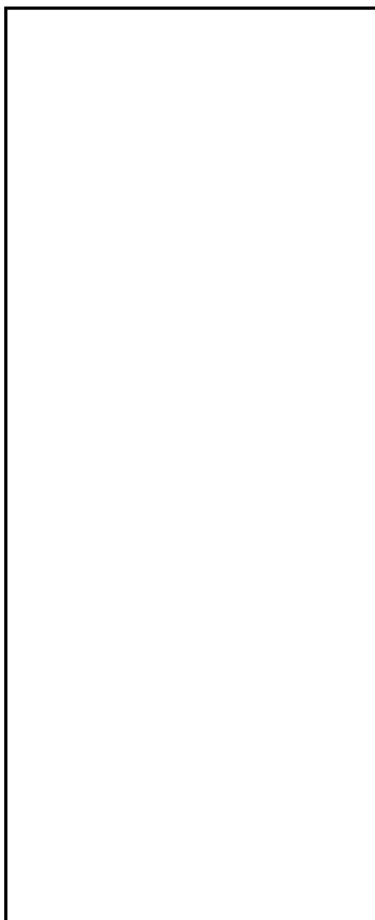
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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT
ACTIVITIES FOR THE AGENCY (10 - 16 October 1979)

1. The following rehired civilian annuitant cases were processed as new hires:

DDA



- Independent Contractor,
Office of Security, new
hire effective 10 October
1979 (U)
- Independent Contractor,
Office of Training, new
hire effective 28 Sept.
1979 (C)
- Independent Contractor,
Office of Training, new
hire effective 24 Sept.
1979 (C)
- Independent Contractor,
Office of Training, new
hire effective 28 Sept.
1979 (C)
- Independent Contractor,
Office of Training, new
hire effective 28 Sept.
1979 (C)
- Contract Employee, LA
Division, new hire
effective 4 October 1979 (S)

DDO

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2. The following rehired civilian annuitant cases were approved for extension:

DDS&T

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NEAC



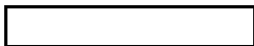
- Independent Contractor,
OTS, one year extension
effective 6 October 1979 (U)

- Independent Contractor,
OPA, one year extension
effective 1 October 1979 (U)

3. The following rehired civilian annuitant case was terminated:

DDO

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- Independent Contractor,
EA, terminated 5 October 1979 (S)